



City of Gulf Shores Sign Permit Application

APPLICANT & OWNER INFORMATION:

Applicant: _____ Property Owner: _____ Sign Contractor: _____
Applicant Mailing Address: _____
Phone #: (_____) _____ Fax #: (_____) _____ Email: _____
Sign Location (Business Name): _____ Physical Address: _____
Lot Width _____ Feet from Front Property Line to Building Façade _____

SIGN INFORMATION

Number of Proposed Signs _____ Number of Existing Signs _____

SIGN 1

Type of Sign

☐ Flat Sign ☐ Projecting Sign ☐ Detached Sign ☐ Marquee Sign ☐ Wall or Fence Sign
☐ Electronic Copy

Type of Lighting

☐ No Lighting ☐ External Lighting ☐ Internal Lighting ☐ Individual Letter Lighting

Sign Area (sq. ft.): _____ Dimensions _____x_____ Sign Height _____

SIGN 2

Type of Sign

☐ Flat Sign ☐ Projecting Sign ☐ Detached Sign ☐ Marquee Sign ☐ Wall or Fence Sign
☐ Electronic Copy

Type of Lighting

☐ No Lighting ☐ External Lighting ☐ Internal Lighting ☐ Individual Letter Lighting

Sign Area (sq. ft.): _____ Dimensions _____x_____ Sign Height _____

SIGN 3

Type of Sign

☐ Flat Sign ☐ Projecting Sign ☐ Detached Sign ☐ Marquee Sign ☐ Wall or Fence Sign
☐ Electronic Copy

Type of Lighting

☐ No Lighting ☐ External Lighting ☐ Internal Lighting ☐ Individual Letter Lighting

Sign Area (sq. ft.): _____ Dimensions _____x_____ Sign Height _____

SIGN 4

Type of Sign

☐ Flat Sign ☐ Projecting Sign ☐ Detached Sign ☐ Marquee Sign ☐ Wall or Fence Sign
☐ Electronic Copy

Type of Lighting

☐ No Lighting ☐ External Lighting ☐ Internal Lighting ☐ Individual Letter Lighting

Sign Area (sq. ft.): _____ Dimensions _____x_____ Sign Height _____

If the Site is to Have Additional Signs Please Complete the Sign Information Portion of Another Application

By signing below, I hereby certify that I have read the above information and attest that the information provided herein and on the submitted plans and documentation is true and correct to the best of my knowledge and understand that any omissions or inaccurate information can cause this application to be rejected.

APPLICANT SIGNATURE: _____ (Print) _____ Date: _____

OWNER SIGNATURE: _____ (Print) _____ Date: _____

Fee Paid: _____ **Permit number:** _____ **Date Issued:** _____ **Approved By:** _____



City of Gulf Shores Sign Permit Application

General Instructions for Completing the Sign Application Permit

1. All signs which are placed or erected within the city limits shall be in conformance with the sign regulations provided in City of Gulf Shores Zoning Ordinance. Sign permit fees listed below apply only in the corporate limits of the City. Upon approval of an application for a sign permit and prior to issuance of the permit, a permit fee shall be paid based on the following schedule of rates:
 - Plan Check Fee. \$100.00
 - Electrical Sign Fee. \$50.00
 - All signs in excess of 32 square feet shall be charged \$1.00 for each square foot in excess of 32 square feet
 - Re-inspection fee (all signs) \$50.00
 - Double fee. The required permit fee shall be double when any work commences prior to securing the appropriate permit.
2. The Applicant will serve as the contact for all correspondence from the City. It is the Applicant's sole responsibility to distribute said correspondence to individuals or consultants involved in the submittal.
3. A scaled drawing of the proposed signage must be submitted which indicates height, overall dimension, colors, materials, proposed copy, illumination specifications (all signs must meet the requirements of Article 600 of the current adopted National Electric Code), and methods of mounting the sign(s). Documentation certifying wind load resistance must accompany all applications for detached signs. This requirement may be waived for existing detached signs. Existing signage shall be included on drawings.
4. For flat signs, a dimensioned outline of the building façade or any other walls whereby a sign is proposed to be placed shall be submitted. The drawing shall clearly indicate the size of the sign and wall for which it is to be placed.
5. If the application is for an electronic changeable copy sign, the applicant shall provide a written certification from the sign manufacturer that the light intensity has been factory preset not to exceed the specified levels stated in the Zoning Ordinance and the applicant shall submit proof the sign has dimmer controls.
6. For all detached/freestanding signs, signed and sealed foundation plans shall be submitted for review to insure compliance with the 140 miles per hour wind load requirement.
7. Upon request of the sign permit holder, the building official, or such official's designee, will make the following required inspections:
 - (1) A foundation inspection prior to pouring concrete for any detached or freestanding sign.
 - (2) Final electrical inspection for electrical signs.
8. The format, sequence and order of the supporting documentation shall be in the same order as the application check list. Any documents larger than 8½" x 11" shall be folded to this size.
9. Each sign permit is valid for the permitted sign only. Sign permits become invalid if the sign is not erected within 180 days from date of issue. The City of Gulf Shores shall issue and attach an approval sticker to each sign. The sticker must be permanently displayed in the lower right hand corner of the sign.